



**KENYA TSETSE AND TRYPANOSOMIASIS ERADICATION COUNCIL  
(KENTTEC)**

**Advertisement for Vacant Positions**

The Kenya Tsetse and Trypanosomiasis Eradication Council (KENTTEC) is a State Corporation in the Ministry of Agriculture and Livestock Development established by the Government through a gazette legal notice no. 77 of July 2012. The mandate of the Council is to eradicate tsetse and trypanosomiasis in the Country.

In line with its mandate, the Council is seeking to recruit dynamic, results oriented committed and suitably qualified individuals to fill the following positions:

No	Cadre	Serial Number	KENTTEC Job Grade	Positions
1.	Supply Chain Management Officer	1/KENTTEC/SCMO	6	1
2.	Human Resource Management Officer	2/KENTTEC/HRMO	6	1
3.	ICT Officer	3/KENTTEC/ICTO	6	1
4.	Veterinary Officer.	4/KENTTEC/VO	6	1
5.	Planning Officer	5/KENTTEC/PO	6	1
6.	Veterinary Entomologist	6/KENTTEC/VE	6	7
7.	Knowledge Management Officer	7/KENTTEC/KMO	6	1
8.	Corporate Communication Officer	8/KENTTEC/CCO	6	1
9.	Land Management Officer	9/KENTTEC/LMO	6	1
10.	Accountant	10/KENTTEC/A	6	1
11.	Asst. Veterinary Entomologist	11/KENTTEC/AVE	8	2
12.	Administration Assistant	12/KENTTEC/AdmA	8	1
13.	Customer Care Assistant	13/KENTTEC/CCA	8	1
14.	Office Assistant	14/KENTTEC/OA	10	4

Interested and qualified candidates should apply and attach copies of certificates and detailed Curriculum Vitae with names of at least three referees with their telephone contacts to the address indicated below or through [info@kenttec.go.ke](mailto:info@kenttec.go.ke) so as to be received on or before **21<sup>st</sup> May 2024**.

Hard copies of the applications can be delivered at the Council's Headquarters, 3rd floor, Crescent Business Center, Parklands.

All applications should be marked with the serial number of the position applied for on top of the envelope.

KENTTEC is an equal opportunity employer committed to diversity and gender equality. Woman, Youth and Persons with disability are encouraged to apply.

ONLY shortlisted candidates will be contacted. Any form of canvassing will lead to automatic disqualification.

Successful candidate will be required to satisfy the requirements of Chapter Six (6) of the Constitution of Kenya on Leadership and Integrity by submitting current clearance certificates from the following institutions:

- a) Kenya Revenue Authority (Tax compliance certificate)
- b) Directorate of Criminal Investigations (Certificate of Good Conduct)
- c) Higher Education Loans Board (HELB)
- d) Ethics and Anti-Corruption Commission (EACC)
- e) Approved Credit Reference Bureau (CRB).

The Chief Executive Officer,

Kenya Tsetse and Trypanosomiasis Eradication Council,

P.O.BOX 66290-00800,

**WESTLANDS.**

## **JOB AND PERSON SPECIFICATIONS**

### **1. VETERINARY ENTOMOLOGIST, KENTTEC GRADE 6 (7 posts)**

#### **(a) Job Specification**

This is the entry and training grade for degree holders in this cadre. An officer in this level will work under the guidance of a senior officer.

Duties and responsibilities at this level will entail assisting in:

## **I. T&T Research**

- i. Implementing projects and programmes on assessment and improvement of T&T control technologies;
- ii. Implementing standards and guidelines for T&T eradication;
- iii. Promoting collaboration and partnership among stakeholders on T&T eradication research;
- iv. Implementing programmes for sustainable land use; and
- v. Developing data collection tools, data collection, data analysis and dissemination of T&T research findings.

## **II. Advisory and Advocacy**

- i. Promoting collaboration and partnership among stakeholders on T&T eradication research;
- ii. Enhancing awareness, knowledge and information on T&T control;
- iii. Implementing T&T eradication awareness creation plans to facilitate land use management and sustainable livelihoods;
- iv. Organizing and participating in outreach programmes including exhibitions, symposiums, fairs, field days, Agricultural shows and Livestock Trade shows; and
- v. Implementing T&T eradication awareness programmes.

## **III. Tsetse surveillance**

- i. Participating in promoting collaboration and partnerships with stakeholders to establish tsetse flies' densities & trypanosomiasis prevalence;
- ii. Participating in implementation of strategies, guidelines and programmes to assist in establishment of tsetse flies' densities & trypanosomiasis prevalence;
- iii. Implementing protocol for African Animal Trypanosomiasis (AAT) screening and implement the international standards for AAT screening;
- iv. Participating in collaboration with County governments in establishing tsetse flies densities & trypanosomiasis prevalence;

- v. Participating in Entomological and Epidemiological baseline surveys in the areas with gaps in densities of tsetse flies and prevalence of AAT;
- vi. Collecting test samples from the surveillance activities;
- vii. Participating in undertaking capacity gaps analysis for Counties;
- viii. Working with Stakeholders for the purpose of AAT and Human African Trypanosomiasis (HAT) testing; and
- ix. Participating in training personnel on samples collection.

#### **IV. Regional offices**

- i. Managing collaboration and partnerships in the implementation of T&T eradication programmes;
- ii. Implementing strategies, guidelines and programmes related to T&T eradication;
- iii. Implementing protocol for African Animal Trypanosomiasis (AAT) screening and implementing the international standards for AAT screening;
- iv. Managing collaboration with County governments on control and eradication of T&T;
- v. Co-ordinating T&T eradication related activities of Government departments, agencies and other stakeholders at the Regional and County levels;
- vi. Promoting sustainability of T&T freed areas for increased productivity;
- vii. Undertaking in socio-economic and land cover baseline surveys;
- viii. Collaborating with relevant stakeholders in sustainable land management initiatives; promotion of complementary sources of livelihoods in reclaimed areas;
- ix. Promoting establishment of integrated bio-farms by communities;
- x. Undertaking in Entomological and Epidemiological baseline surveys in the areas with gaps in densities of tsetse flies and prevalence of AAT;
- xi. Guiding on technologies for use in T&T control;
- xii. Monitoring and evaluation of tsetse control and eradication

- programmes and projects;
- xiii. Coordinating stakeholders for the purpose of AAT and Human African Trypanosomiasis (HAT) testing at the County levels;
  - xiv. Engaging and training personnel on samples collection; and
  - xv. Mobilizing communities to form community groups and train on vectors control and groups management in collaboration relevant Stakeholders.

### **(b) Person Specifications**

For appointment to this grade, a candidate must have: -

- i. Bachelors degree in Applied Biology, Biology, Zoology, Entomology, Parasitology, Vector Biology, Agriculture, Animal Health & Production, Animal Production or equivalent qualification from a recognized institution;
- ii. Be registered by the Kenya Veterinary Board (KVB), a member of a professional association and in good standing where applicable;
- iii. Supervisory course lasting not less than two (2) weeks from a recognized institution;
- iv. Proficiency in computer applications; and
- v. Fulfill the requirements of Chapter Six (6) of the Constitution.

## **2. VETERINARY OFFICER, KENTTEC GRADE 6 (1 post)**

### **(a) Job Specification**

This is the entry and training grade for Degree holders in this cadre. An officer in this level will work under the guidance of a senior officer.

Duties and responsibilities at this level will entail assisting in:

- i. Promoting collaboration and partnerships with stakeholders to establish trypanosomiasis prevalence;

- ii. Implementing strategies, guidelines and programmes to assist in establishment of trypanosomiasis prevalence;
- iii. Implementing protocol for African Animal Trypanosomiasis (AAT) screening and implement the international standards for AAT screening;
- iv. Undertaking Epidemiological baseline surveys in the areas with gaps in prevalence of AAT;
- v. Managing test samples collected from the surveillance activities;
- vi. Collaborating with stakeholders for the purpose of AAT testing; and
- vii. Engaging and training personnel on samples collection.

**(b) Person Specifications**

For appointment to this grade, a candidate must have: -

- i. Bachelors degree in Veterinary Medicine from a recognized institution;
- ii. Be registered by the Kenya Veterinary Board (KVB) and a member of a professional association;
- iii. Proficiency in computer applications; and
- iv. Fulfilled the provisions of Chapter Six (6) of the Constitution.

**3. HUMAN RESOURCE MANAGEMENT OFFICER, KENTTEC GRADE 6 (1 post)**

**(a) Job Specifications**

This is the entry and training grade for degree holders in this cadre. An officer in this level will work under the guidance of a senior officer.

Duties and responsibilities at this level will entail assisting in:

- i. Verifying information relating to staff recruitment, selection, induction and placement;
- ii. Compiling performance appraisal;
- iii. Payroll administration;
- iv. Maintaining staff establishment and updating human resource records;
- v. Making proposals on human resource planning and succession

- management;
- vi. Drafting correspondences;
- vii. Managing employee leave records;
- viii. Liaising with insurance, pension and medical providers; and
- ix. Implementing health, safety and mainstreaming programs.

**(b) Person Specifications**

For appointment to this grade, a candidate must have:

- i. Bachelors degree in Human Resource Management or equivalent qualification from a recognized institution;
- ii. Proficiency in computer applications; and
- iii. Fulfilled the requirements of Chapter Six (6) of the Constitution.

**(c) Skills and competencies**

- i. Interpersonal relationship skills;
- ii. Analytical skills;
- iii. Report writing skills;
- iv. Communication skills; and
- v. Ability to work in a team.

**4. PLANNING OFFICER, KENTTEC GRADE 6 (1 post)**

**(a) Job Specification**

This is the entry and training grade for degree holders in this cadre. An officer in this level will work under the guidance of a senior officer.

Duties and responsibilities will entail assisting in:

- i. Preparing of policy position papers;
- ii. Providing inputs in the preparation of institutional work plans and budget;

- iii. Preparing periodic reports;
- iv. Developing of the Council's Strategic Plan;
- v. Developing the Council's performance contract;
- vi. Preparing Council's performance report;
- vii. Developing the Council's Master-plan;
- viii. Providing technical support on project/ programme design and development;
- ix. Developing and implementing monitoring and evaluation tools for programmes and projects; and
- x. Field data collection for monitoring and evaluation of KENTTEC projects/programmes.

**(b) Person Specifications**

For appointment to this grade, an officer must have:

- i. Bachelors degree in Economics, Agricultural Economics, Statistics, Project Management, Development Studies, Business Administration, Monitoring and Evaluation or any other equivalent qualification from a recognized institution;
- ii. Proficiency in computer applications; and
- iii. Fulfilled the requirements of Chapter Six (6) of the Constitution.

**(c) Skills and competencies**

- i. Interpersonal relationship skills;
- ii. Analytical skills;
- iii. Report writing skills;
- iv. Communication skills; and
- v. Ability to work in a team.

**5. LAND MANAGEMENT OFFICER, KENTTEC GRADE 6 (1 post)**

**(a) Job Specification**

This is the entry and training grade for Degree holders in this cadre. An



officer in this level will work under the guidance of a senior officer.

Duties and responsibilities at this level will entail assisting in:

- i. Implementing programmes on sustainable land management and livelihoods;
- ii. Collaborating with County governments on sustainable land management;
- iii. Promoting sustainability of T&T freed areas for increased productivity;
- iv. Collecting data on socio-economic and land cover baseline surveys; and
- v. Collaborating with relevant stakeholders in sustainable land management initiatives; promotion of complementary sources of livelihoods in reclaimed areas;

#### **(b) Person Specifications**

For appointment to this grade, a candidate must have: -

- i. Bachelors degree in any of the following disciplines: - Agriculture, Animal Science, Animal Production, Range Management, Natural Resource Management, or equivalent qualification from a recognized institution;
- ii. Proficiency in computer applications; and
- iii. Fulfilled the provisions of Chapter Six (6) of the Constitution.

### **6. CORPORATE COMMUNICATIONS OFFICER, KENTTEC GRADE 6 (1 post)**

#### **(a) Job Specifications**

This is the entry and training grade for degree holders in this cadre. An officer in this level will work under the guidance of a senior officer.

Duties and responsibilities at this level will entail assisting in:

- i. Preparing speeches, media briefs and newsletters;
- ii. Maintaining online presence through the website and social media pages;
- iii. Ensuring website is regularly updated;
- iv. Overseeing the branding of KENTTEC;
- v. Developing corporate Information, Educational and Communication (IEC) materials;
- vi. Documenting events through videography, photography and press cuttings;
- vii. Packaging and disseminating publications, content and events using the appropriate formats and media; and
- viii. Developing and updating media and stakeholder mailing list.

### **(b) Person Specifications**

For appointment to this grade, a candidate must have:

- i. Bachelor's degree in Communication, Public Relations or equivalent qualification from a recognized institution;
- ii. Proficiency in computer applications; and
- iii. Fulfilled the requirements of Chapter Six (6) of the Constitution.

### **(c) Skills and competencies**

- i. Interpersonal relationship skills;
- ii. Analytical skills;
- iii. Report writing skills;
- iv. Communication skills; and
- v. Ability to work in a team.

## **7. ACCOUNTANT, KENTTEC GRADE 6 (1 post)**

### **(a) Job Specifications**

This is the entry and training grade for degree holders in this cadre. An officer in this level will work under the guidance of a senior officer.

Duties and responsibilities at this level will entail assisting in: -

- i. Preparing cheques and posting payments and receipts;
- ii. Contacting clients about invoices and handling queries relating to accounts;
- iii. Verifying payments and receipt vouchers and committal documents;

- iv. Movement and safe custody of cash;
- v. Data capture, filing and maintaining ledgers;
- vi. Maintaining financial records;
- vii. Preparing budget estimates, accounts and management reports; and
- viii. Supporting audits and reconciliation.

**(b) Person Specifications**

For appointment to this grade, a candidate must have: -

- i. Bachelors degree in any of the following disciplines: Commerce (Accounting or Finance option), Finance, Business Administration (Accounting option) or equivalent qualification from a recognized institution;

**OR**

Certified Public Accountant Part III or equivalent qualification from arecognized institution;

- ii. Proficiency in computer applications; and
- iii. Fulfilled the requirements of Chapter Six (6) of the Constitution.

**(c) Skills and competencies**

- i. Interpersonal relationship skills;
- ii. Analytical skills;
- iii. Report writing skills;
- iv. Communication skills; and
- v. Ability to work in a team.

**8. INFORMATION COMMUNICATIONS TECHNOLOGY OFFICER, KENTTEC  
GRADE 6 (1 post)**

**i. Job Specifications**

This is the entry and training grade for degree holders in this cadre. An officer at this level will work under the guidance of a senior officer.

Duties and responsibilities at this level will entail assisting in:

- a. Coding, testing and implementing computer programs;
- b. Repairing ICT equipment and associated peripherals;
- c. Receiving and installing ICT equipment;
- d. Configuring new ICT equipment;
- e. Configuring and testing of computer hardware and software including network appliances;
- f. Installing of server software and upgrading of existing servers;
- g. Performing routine backups;
- h. Website maintenance;
- i. Setting up and maintaining applications including Email, Enterprise Resource Planning (ERP) and database;
- j. Managing helpdesk applications and generation of quarterly reports;
- k. Installing necessary hardware and software upgrades into ICT networks;
- l. Documenting and complying with ICT standards and Quality Management Systems;
- m. Monitoring network performance; and
- n. Maintaining support systems and training of end users on emerging technologies.

## **ii. Person Specifications**

For appointment to this grade, a candidate must have:

- a. Bachelors degree in any of the following fields: - Information Technology, Computer Science, Computer Engineering or equivalent qualification from a recognized institution; and
- b. Fulfilled the requirements of Chapter Six (6) of the Constitution.

## **iii. Skills and competencies**

- a. Interpersonal relationship skills;

- b. Analytical skills;
- c. Report writing skills;
- d. Communication skills; and
- e. Ability to work in a team.

## **9. SUPPLY CHAIN MANAGEMENT OFFICER, KENTTEC GRADE 6 (1 post)**

### **(a) Job Description**

This is the entry and training grade for degree holders in this cadre. An officer at this level will work under the guidance of a senior officer.

Duties and responsibilities at this level will entail assisting in:

- i. Implementing the annual procurement plan;
- ii. Providing secretariat to committees' incidental to procurement of goods and services and disposal of assets;
- iii. Building capacity of the organization in procurement management;
- iv. Ensuring all goods and services purchased comply with the Council's standards;
- v. Reviewing and monitoring procurement budget expenditures against the procurement plan;
- vi. Conducting analysis reports on performance for forecast and budgets;
- vii. Providing technical support on matters relating to procurement processes and procedure;
- viii. Reviewing tender notices;
- ix. Reviewing notification of award/regrets and tender acceptance process;
- x. Compiling and evaluating tenders;
- xi. Formulating supplies, procurement and inventory manuals; and
- xii. Safeguarding tenders, quotations and request for proposals.

## **(b) Person Specifications**

For appointment to this grade, a candidate must have:

- i. Bachelors degree in any of the following: Supply Chain Management, Procurement, Purchasing or equivalent qualification from a recognized institution;
- ii. Membership to professional body where applicable and in good standing;
- iii. Proficiency in computer applications; and
- iv. Fulfilled the requirements of Chapter Six (6) of the Constitution.

## **(c) Skills and competencies**

- i. Interpersonal relationship skills;
- ii. Analytical skills;
- iii. Report writing skills;
- iv. Communication skills; and
- v. Ability to work in a team.

## **10. KNOWLEDGE MANAGEMENT OFFICER, KENTTEC GRADE 6 (1 post)**

### **(a) Job Specifications**

This is the entry and training grade for degree holders in this cadre. An officer in this level will work under the guidance of a senior officer.

Duties and responsibilities at this level will entail assisting in:

- i. Developing and implementing effective Knowledge Management strategies, policies and programs;
- ii. Promoting, facilitating and communicating a culture of Knowledge sharing across all the departments;
- iii. Managing the Council's Tsetse Trypanosomiasis Eradication Data Repository, publications and database;
- iv. Knowledge transfer between the Council and its stakeholders;

- v. Extracting knowledge from the external repository for filtering in order to provide greater relevance to the Council;
- vi. Measuring, mapping and quantifying the Council's knowledge and the performance of Knowledge Management solutions;
- vii. Advising on the development and implementation of the Council's Knowledge Management System;
- viii. Developing departmental and cross-departmental systems and processes to ensure an effective and integrated approach in identifying, capturing, evaluating, retrieving and sharing the Council information to enhance efficiency and communication;
- ix. Aligning the knowledge management system to Council's initiatives;
- x. Integrating information from the Council's directorates, departments and divisions to facilitate easy access;
- xi. Managing the resource Council;
- xii. Managing the dissemination of relevant Tsetse Trypanosomiasis Eradication reports to stakeholders countrywide; and
- xiii. Offering technical advice to the management on knowledge management and compliance to national and international standards.

**(b) Person Specifications**

For appointment to this grade, a candidate must have:

- i. Bachelors degree in Information Technology, Library Science, Mass Communication, Journalism; or equivalent qualification from a recognized institution;
- ii. Proficiency in computer applications; and
- iii. Fulfilled the requirements of Chapter Six (6) of the Constitution.

**(c) Skills and competencies**

- i. Interpersonal relationship skills;

- ii. Analytical skills;
- iii. Report writing skills;
- iv. Communication skills; and
- v. Ability to work in a team.

**11. ASSISTANT VETERINARY ENTOMOLOGIST, KENTTEC GRADE 8  
(2 posts)**

**(a) Job Specification**

This is the entry and training grade for diploma holders in this cadre. An officer in this level will work under the guidance of a senior officer.

Duties and responsibilities at this level will entail assisting in:

- i. Implementing programmes related to T&T eradication;
- ii. Taking blood samples from livestock for African Animal Trypanosomiasis (AAT) screening;
- iii. Implementing sustainability programmes of T&T freed areas for increased productivity;
- iv. Collecting data for socio-economic and land cover baseline surveys;
- v. Undertaking extension activities for the tsetse infested regions;
- vi. Participating in Entomological and Epidemiological baseline surveys in the areas with gaps in densities of tsetse flies and prevalence of AAT;
- vii. Collecting data on implementation of tsetse control and eradication programmes and projects; and
- viii. Mobilizing communities to form community groups and train on vectors control and groups management in collaboration with relevant Stakeholders.

**(b) Person Specifications**

For appointment to this grade, a candidate must have: -

- i. Diploma in any of the following disciplines: Applied Biology, Biology, Zoology, Entomology, Parasitology, Vector Biology, Agriculture,



- Animal Health & Production or equivalent qualification from a recognized institution;
- ii. Be registered by the Kenya Veterinary Board (KVB), a member of a professional association and in good standing where applicable
- iii. Proficiency in computer applications; and
- iv. Fulfilled the provisions of Chapter Six (6) of the Constitution.

## **12. ADMINISTRATION ASSISTANT, KENTTEC GRADE 8 (1 post)**

### **(a) Job Specifications**

This is the entry and training grade for Diploma holders in this cadre. An officer in this level will work under the guidance of a senior officer.

Duties and responsibilities at this level will entail assisting in:

- i. Maintaining Council's assets;
- ii. Ensuring assets are insured;
- iii. Managing office transport system;
- iv. Managing outsourced administrative services; and
- v. Preparing reports on operations, maintenance and utilization of equipment.

### **(b) Person Specifications**

For appointment to this grade, a candidate must have:

- i. Diploma in Business Administration, Management, Fleet Management, Public Administration, or equivalent qualification from a recognized institution;
- ii. Proficiency in computer applications; and
- iii. Fulfilled the requirements of Chapter Six (6) of the Constitution.

### **(c) Skills and competencies**

- i. Interpersonal relationship skills;
- ii. Analytical skills;

- iii. Report writing skills;
- iv. Communication skills; and
- v. Ability to work in a team.

**13. CUSTOMER CARE ASSISTANT, KENTTEC GRADE 8 (1 post)**

**(a) Job Specifications**

This is the entry and training grade for Diploma holders in this cadre. An officer in this level will work under the guidance of a senior officer.

Duties and responsibilities at this level will entail assisting in:

- i. Overseeing the operation of customer care desks;
- ii. Ensuring customers provide feedback either manually or electronically;
- iii. Attending to reception telephone line;
- iv. Receiving and ushering in guests to the designated offices;
- v. Maintaining daily records of customers' details;
- vi. Facilitating in the organization of events; and
- vii. Responding to customers' inquiries.

**(b) Person Specifications**

For appointment to this grade a candidate must have:

- i. Diploma in Customer Service, Communication, Public Relations or equivalent qualification from a recognized institution;
- ii. Proficiency in computer applications; and
- iii. Fulfilled the requirements of Chapter Six (6) of the Constitution.

**(c) Skills and competencies**

- i. Interpersonal relationship skills;
- ii. Communication skills; and
- iii. Ability to work in a team.

## **14. OFFICE ASSISTANT, KENTTEC GRADE 10 (4 posts)**

### **(a) Job Specifications**

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer.

Duties and responsibilities at this level will entail:

- i. Attending to general routine office services;
- ii. Performing messengerial duties;
- iii. Performing cleaning services;
- iv. Collecting and disposing of general waste;
- v. Ensuring tidiness of the working environment;
- vi. Providing specifications for cleaning materials and equipment;
- vii. Dusting offices and ensuring habitable office conditions;
- viii. Keeping safe custody of cleaning materials and equipment;
- ix. Preparing and serving refreshments;
- x. Moving or carrying office equipment, furniture and ensure orderly arrangement; and
- xi. Dispatching letters, files and other documents.

### **(b) Person Specifications**

For appointment to this grade, a candidate must have:

- i. Kenya Certificate of Secondary Education Mean Grade D+ (plus) or any other equivalent qualification from a recognized institution;
- ii. Proficiency in computer applications; and
- iii. Fulfilled the requirements of Chapter Six (6) of the Constitution.

### **(c) Skills and competencies**

- i. Interpersonal relationship skills;
- ii. Communication skills; and
- iii. Ability to work in a team.